



Department of Banking and Finance

2990 Brandywine Road, Suite 200

Atlanta, Georgia 30341-5565

770-986-1633

Zell Miller
Governor

Stephen B. Bridges
Commissioner

Schedule # 98-0045

Effective Date: May 7, 1998

APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76-RM-1 for instruction on completing this form.
Forward signed original to Department of Archives and History, Records Management Division,
330 Capitol Avenue, Atlanta, Georgia 30334, Attention: Scheduling Sections.

FOR AGENCY USE

Application Date
Application Number

FOR RECORDS MANAGEMENT USE

Application Number 980428-01
Date Received April 28, 1998
Date Completed May 7, 1998

1. Agency Address

Department of Banking and Finance
2990 Brandywine Rd, Ste 200
Atlanta Georgia 30341-5565

2. Person to Contact

Working Title
Telephone Number

Sonja Hencely
Records Management Officer
770-986-1621

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.

4. Dates of Series Earliest 12-31-97 Latest Continuing

5. Records Series Title (followed by title used in office; if different)

Mortgage License Files

6. Division and Office Function What is the function of the Division and the Office in which this records series is created?

Mortgage Division

The function of the mortgage division is to license residential mortgage brokers and lenders.

Department of Banking and Finance - Mortgage License Files

7. Records Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.
Documents relating to: The licensing of Residential Mortgage Brokers and Lenders
Included are: Applications for Mortgage License
Fingerprint Cards
Supplemental Information
Certificate of Incorporation
Notice of Cancellation of Bond
Oath of Licensee
Audit report
Authorization to Request Background Information
License to Engage as a Residential Mortgage Broker
Miscellaneous Information as deemed necessary
File is arranged: By the D/B/A name.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 50;
Seven to twelve months old 25;
Thirteen to twenty-four months old 5;
Twenty-five months and older 0 ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____;
Legal-size drawers 8;
Shelves _____;
Other (specify) _____.

10. Questionnaire (Place an "X" in the proper column)

YES	a. Is this the official copy of the series? If not, where is it?
YES	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. O.C.G.A. 7-1-70
NO	c. Is this a vital record?
NO	d. Does this series have historical or long term research value?
NO	e. When one or two documents in the file make it necessary to keep the entire file for a long period, count these documents be scheduled separately?
NO	f. Is the information contained in this series ever published? If yes, attach copy.
NO	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
NO	h. Is there a duplication of this series in your office, or in another office or agency?
NO	i. Is this series (or a major portions of it) regularly microfilmed?
NO	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- a. State Law 5 years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Adult period _____ years.
- e. Administrative need _____ years
- f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 7-1-69

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☒ Calendar Year;
- ☒ Hold in the current files area two (2) years; then
- ☒ Transfer to State Records center; hold three (3) Year(s); then
- ☒ Destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) David A. Hancock Date 4-24-98

Records Management Officer (Signature) Lorja Hensely Date 4-24-98

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

State Records Committee (Signature) _____

Date _____

State Auditor/Designee _____

Secretary of State/Designee Edward Weldon 5/7/98

Attorney General/Designee _____